Celtx Studios
Owner's Manual

Effective April 2010

Get the most out of Celtx Studios with the latest version of Celtx - available free at
http://celtx.com/download.html

Screen captures are made using Windows OS. Some image dialogs differ slightly on Mac OS.

Celtx Studios are supported by Firefox, Internet Explorer v.7+, Safari, Google Chrome, and Opera.

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Welcome

Congratulations on opening a Celtx Studio!

Celtx Studios improve how you store and share Celtx projects. With a Celtx Studio you can:

- Securely store all your projects.
- Keep a backup and history of all your versions.
- Share projects & manage team workflow.
- Access your projects from any computer.
- Live chat with other Studio users.
- Preview projects on the web.
- Benefit from collaborative report information when using the Performance Tracker add-on.

This Owner's Manual will explain how to sign in to and set up your Studio, and how to use its many features. We will update this Manual as we continue to improve how Celtx Studios help you store and share projects.

We'd be pleased to receive your ideas for new Studio features or improvements. You can get in touch with us directly via email at csinfo@celtx.com.

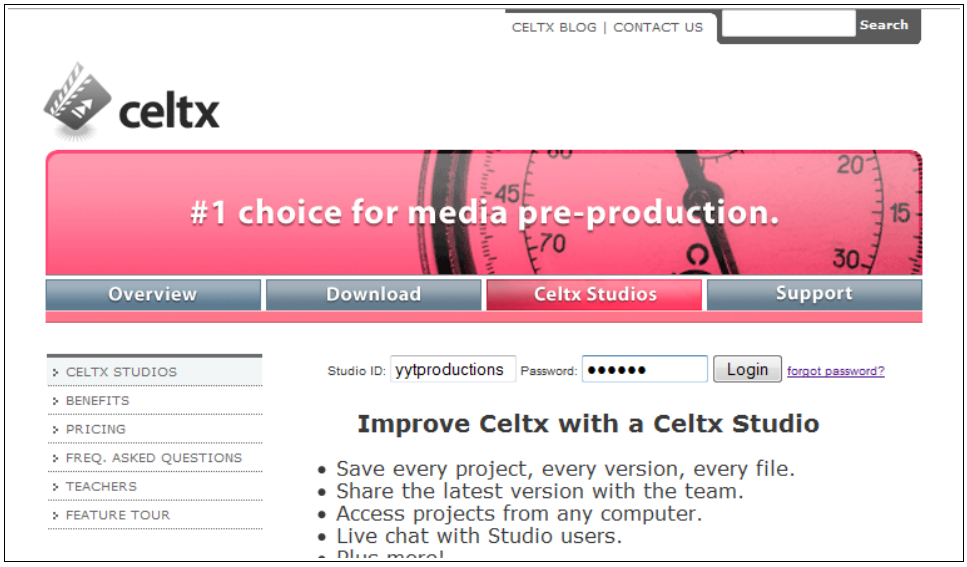
As well, you can post support questions and get answers at the Celtx Studios community forum. The Celtx forum is also the place to get updates on the development of the Celtx software, request a new feature, report a bug, and connect with other Celtx users from around the world.

THANK YOU for your subscription, and enjoy your new Celtx Studio.

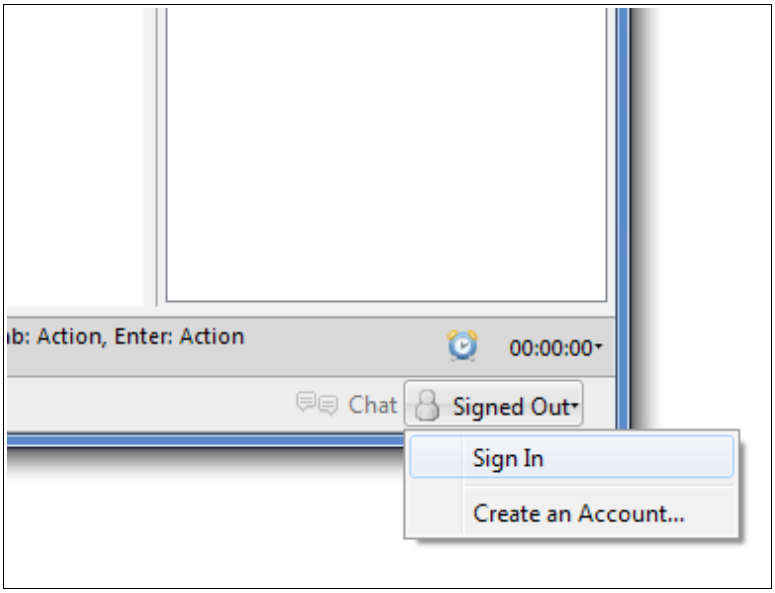
The Celtx Development Team
Sheila, Steve, Laurie, Tony, Greg, Chad & Mark

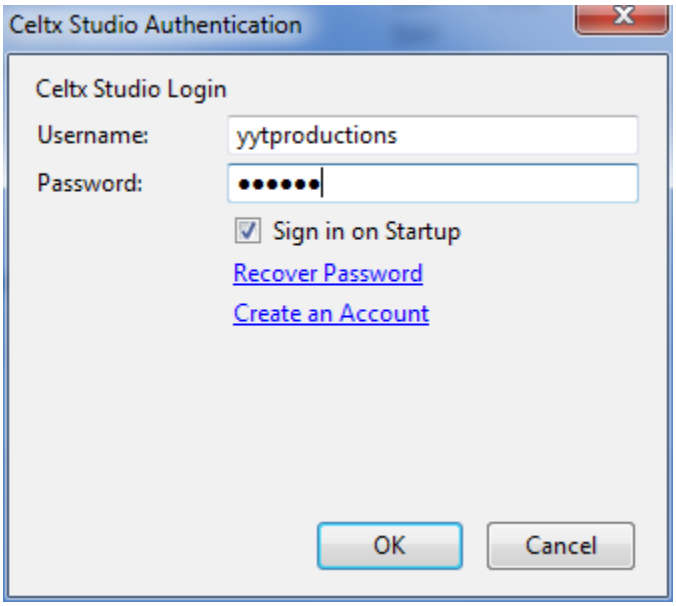
Signing In

You can sign in to your Celtx Studio by entering your Studio ID and password information at https://studio.celtx.com. The Studio ID and Password are case sensitive.



Alternatively, you can sign in to your Studio in the Celtx software by selecting '**Signed Out-->Sign In**' and completing the **Celtx Studio Authentication** dialog.





Notes

- The Studio ID (Username) and Password are case sensitive

Forgot Studio ID or Password

If you have forgotten your Studio ID or password you can reset your account by following the instructions at https://studio.celtx.com/reset.

Notes

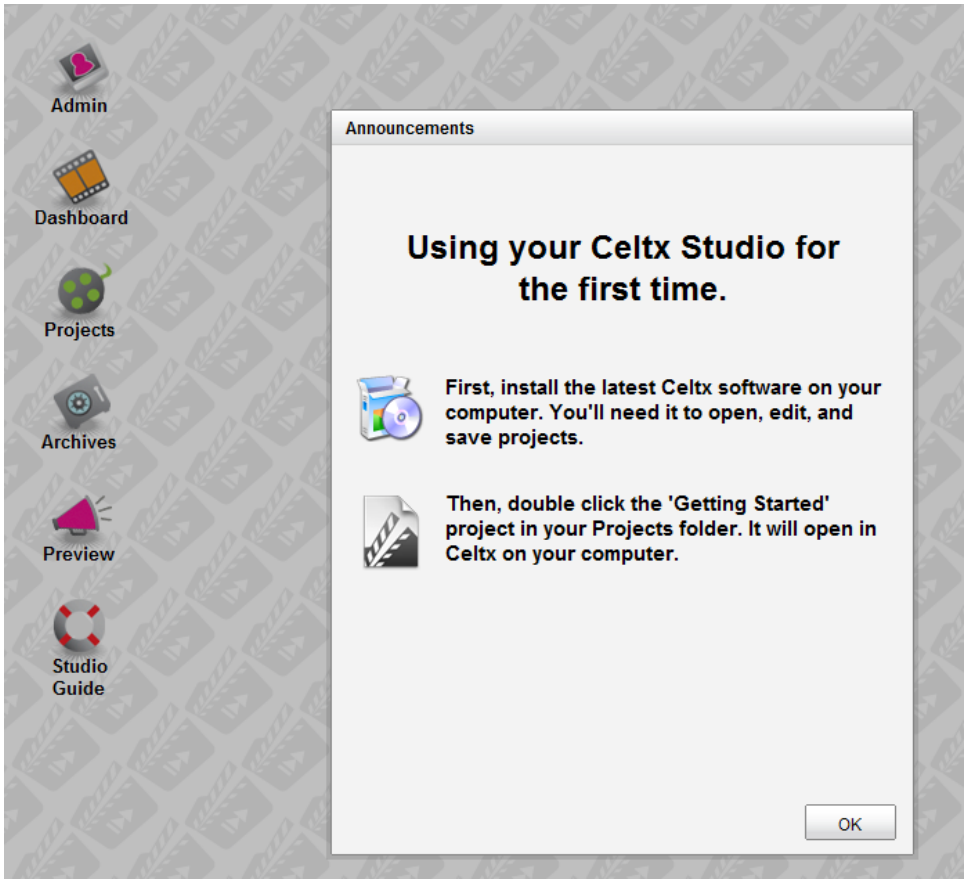
- If you are experiencing trouble logging in with your Studio ID and password, ensure you have cookies enabled in your browser, then try again. Cookies are required for the authentication process.

Getting Started

When you first sign into your Celtx Studio using a web browser you will be presented with a '**Using your Celtx Studio for the first time**' message. We recommend that you follow the instructions in this message:

Step 1 – Ensure you have installed the latest version of the Celtx software, available free at http://celtx.com/download.html.

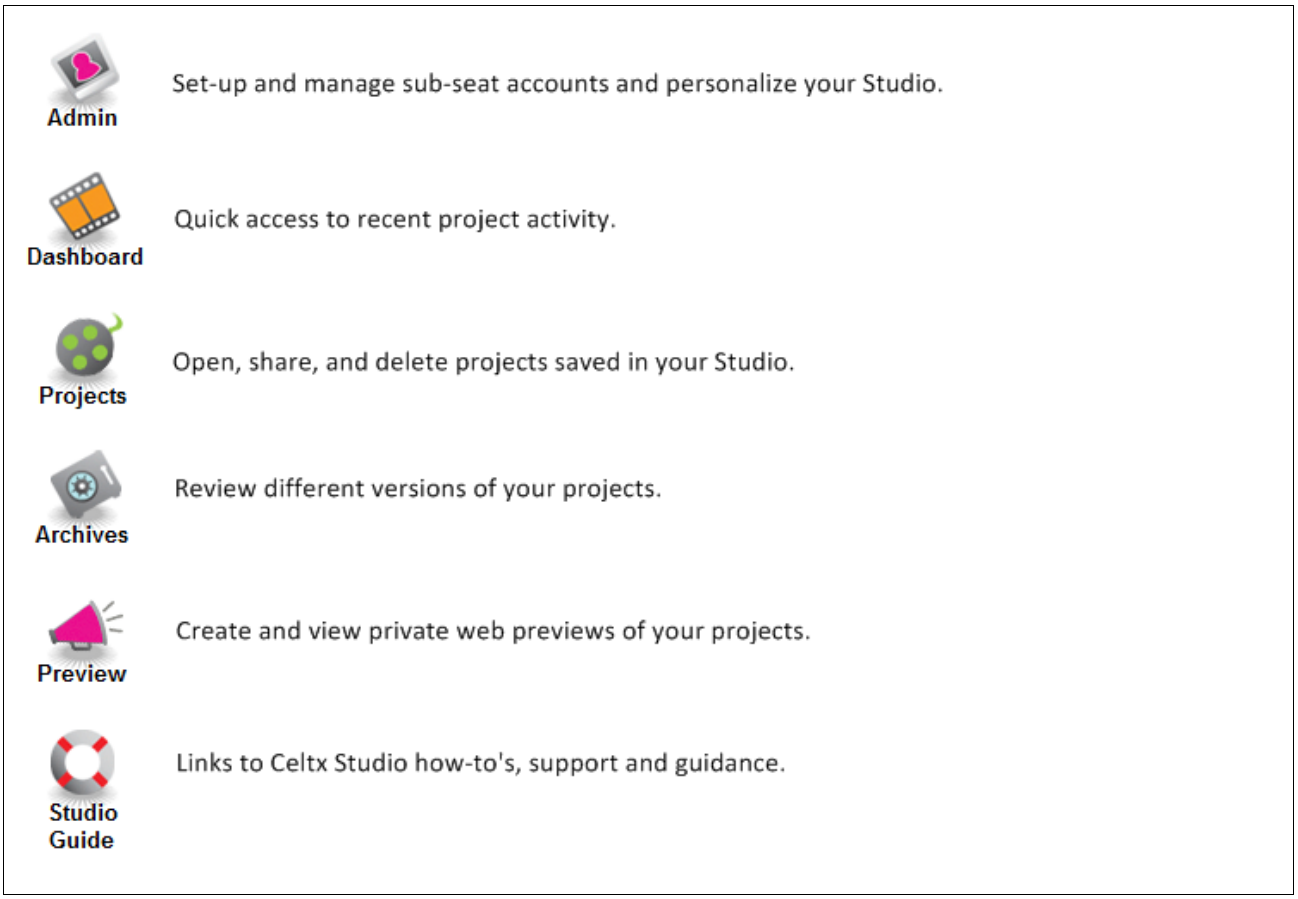
Step 2 - Open the **Projects** folder and double click the '**Getting Started**' project. The '**Getting Started**' project will open in Celtx on your computer. You can review the quick-start feature diagrams in this project and/or read the detailed feature descriptions found later in this Owner's Manual.


Admin
Dashboard
Projects
Archives
Preview
Studio Guide
Announcements
Using your Celtx Studio for the first time.
First, install the latest Celtx software on your computer. You'll need it to open, edit, and save projects.
Then, double click the 'Getting Started' project in your Projects folder. It will open in Celtx on your computer.
OK

Setting Up Your Studio

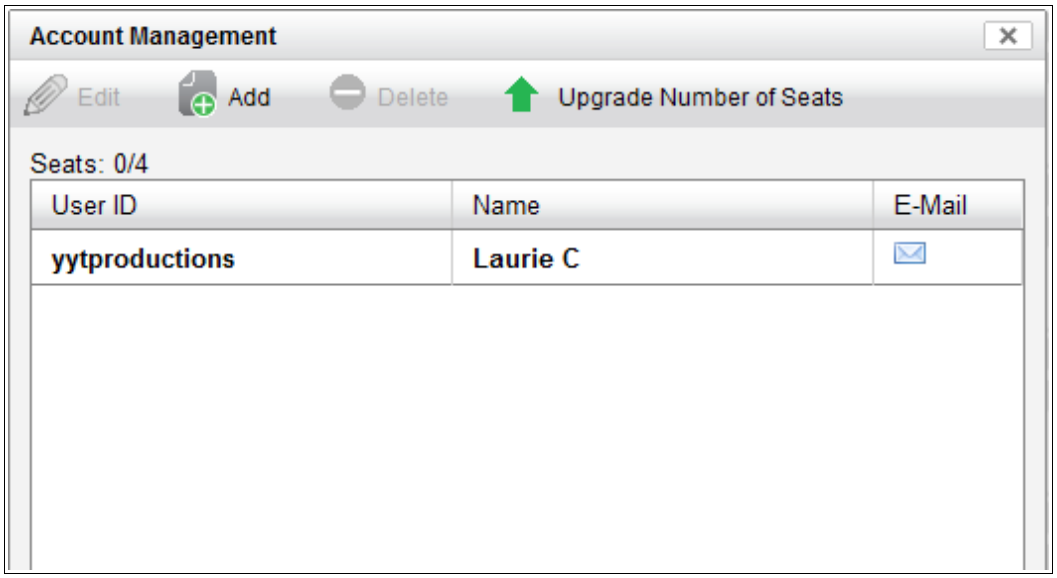
Your Celtx Studio comes with an Administrator account (Studio ID) and a specific number of sub-seat accounts. As Administrator, you manage the configuration of all the sub-seat accounts.

Each time you open your Celtx Studio you will see six folders presented on the left hand side of your sign-in screen.

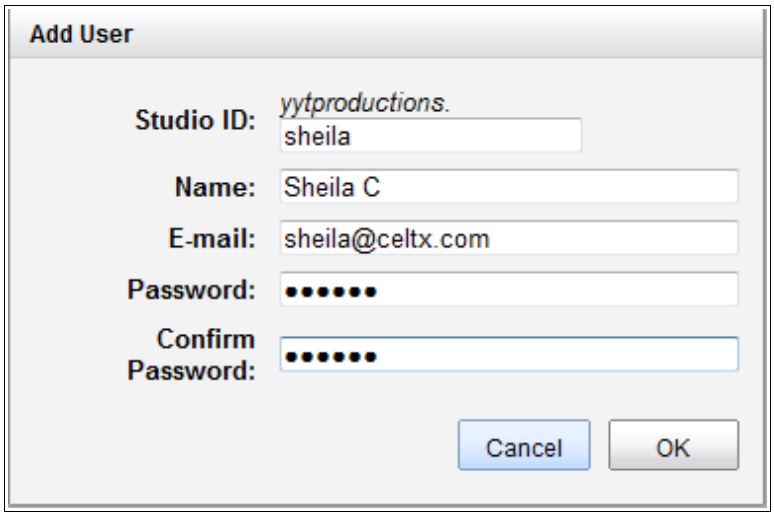

Admin
Set-up and manage sub-seat accounts and personalize your Studio.
Dashboard
Quick access to recent project activity.
Projects
Open, share, and delete projects saved in your Studio.
Archives
Review different versions of your projects.
Preview
Create and view private web previews of your projects.
Studio Guide
Links to Celtx Studio how-to's, support and guidance.

Adding Users To Your Studio

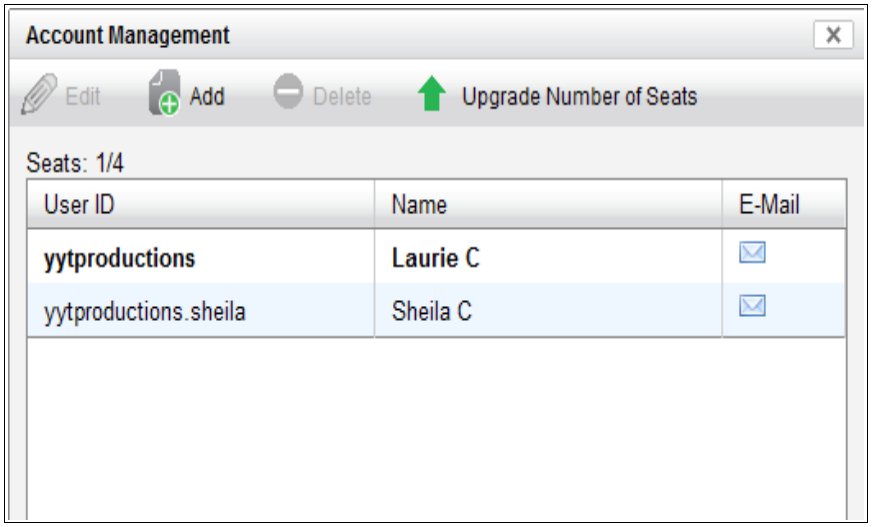
User sub-seat accounts are added to your Studio by selecting the **Admin-->Accounts** sub-folder to open the **Account Management** dialog.



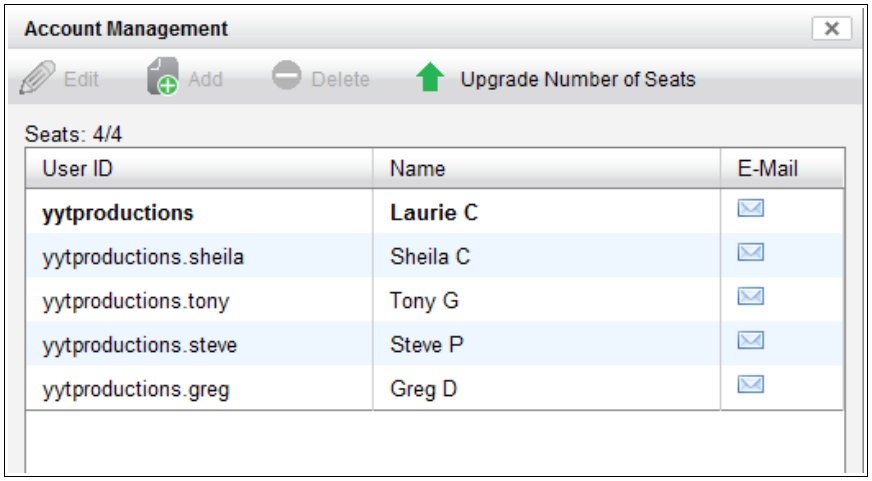
Selecting will open a dialog allowing you to add a user sub-seat account.



Complete all the fields and select **OK** to add a new user sub-seat account.



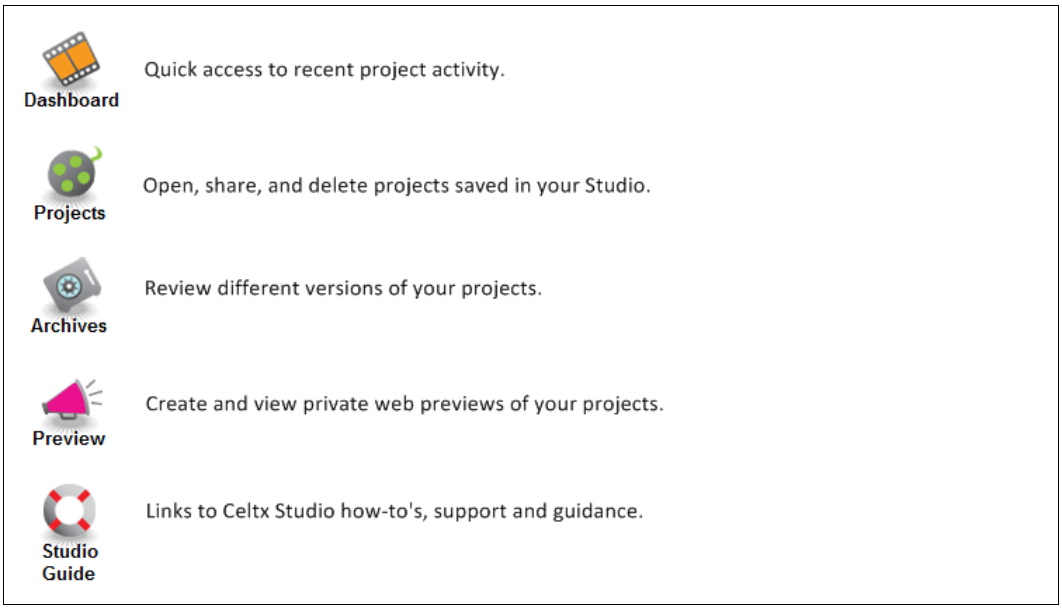
Add additional users by repeating the above process until you reach the maximum number of sub-seat accounts available in your Studio.



Upon completion, you'll need to advise subseat account users of their Studio IDs and passwords. You can do this by using the **E-Mail** feature in the **Account Management** dialog.

Your sub-seat account users can sign into their Celtx Studios using their assigned Studio ID and passwords by following the **Signing In** process described on page 4 of this Owner's Manual. To illustrate - per the graphic below, Sheila C signs in with Studio ID 'yytproductions.sheila' and her assigned password.

When signing in, each sub-seat account user will be presented with a similar interface and feature set as described on page 7, but without the Admin folder and ability to setup and manage their own and other sub-seat accounts.


Dashboard
Quick access to recent project activity.
Projects
Open, share, and delete projects saved in your Studio.
Archives
Review different versions of your projects.
Preview
Create and view private web previews of your projects.
Studio Guide
Links to Celtx Studio how-to's, support and guidance.

Editing User Sub-Seat Accounts

You can reset user names, passwords, and email addresses by selecting

in the **Account Management** dialog. This is useful for recycling sub-seat accounts among different users.

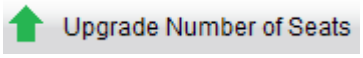
Note that the Studio ID, once set, is not editable. If you plan to recycle seats frequently we recommend that you assign generic Studio IDs (for example, 'yytproductions.seat1') or use the **Delete** feature discussed next.

Deleting User Sub-Seat Accounts

You can delete a user sub-seat account by selecting

in the **Account Management** dialog. Deleting the account results in the permanent removal of the sub-seat account, and ownership of any projects in the sub-seat account reverts to the Studio Administrator (see Sharing Projects – Setting Access Rights, page 17).

Adding More Seats To Your Studio

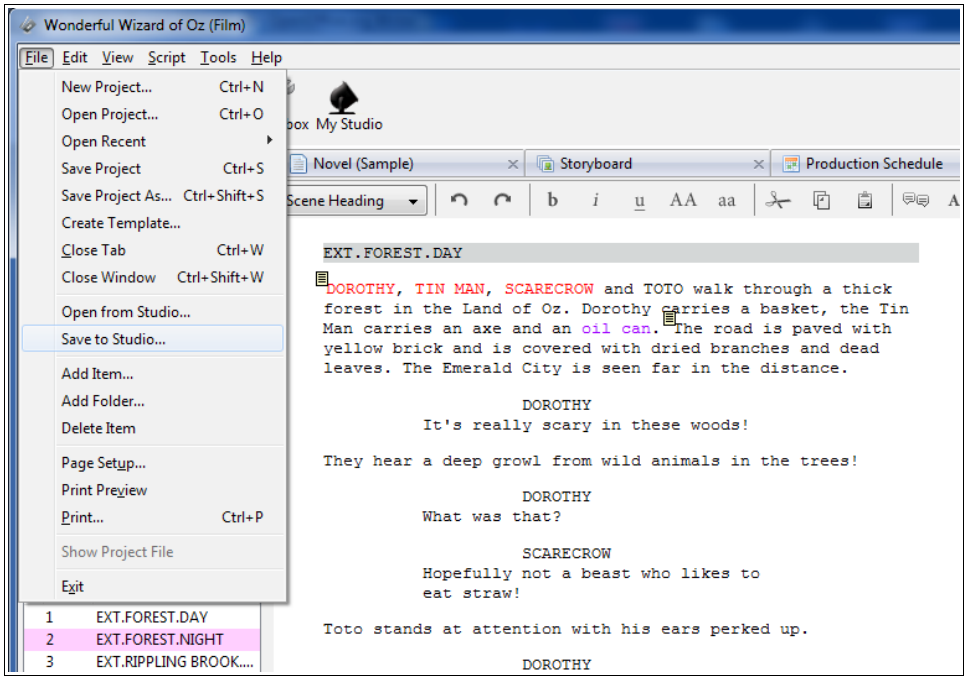
You can add more seats to your Studio by selecting 

in the **Account Management** dialog. You will be directed to a payment processing page where you can select the number of additional seats to be added to your subscription and invoiced on a pro-rata basis.

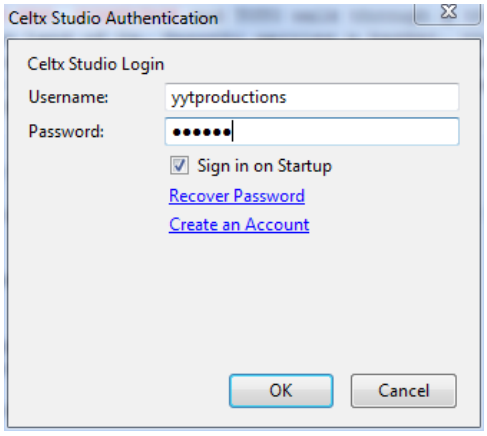
Saving and Opening Projects

Saving Projects To Your Studio From Celtx

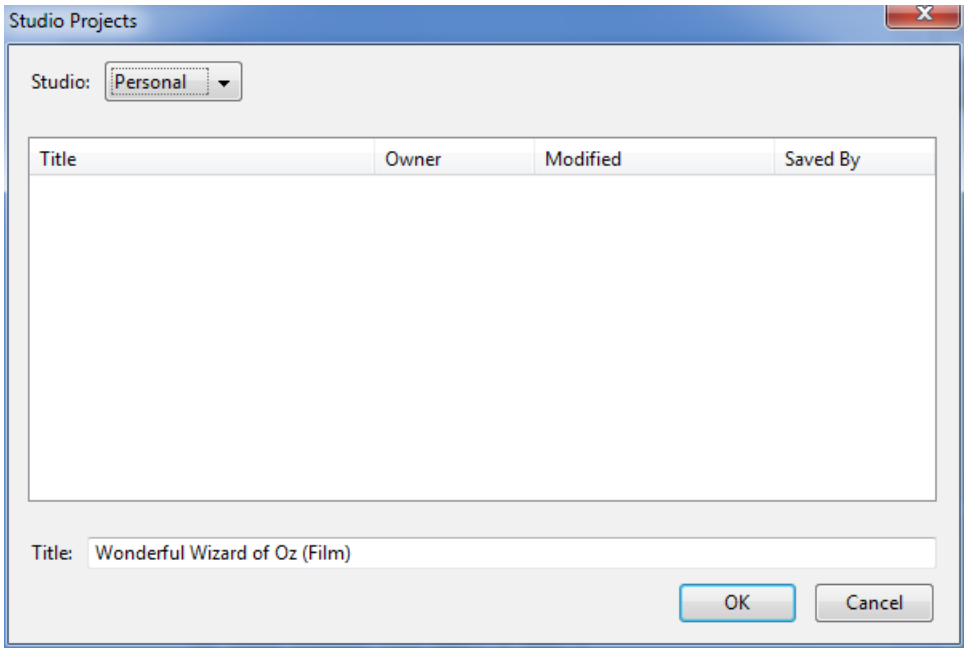
To save a project to your Celtx Studio for the first time select '**File-->Save to Studio...**' while working on your project.


Wonderful Wizard of Oz (Film)
File Edit View Script Tools Help
New Project... Ctrl+N
Open Project... Ctrl+O
Open Recent
Save Project Ctrl+S
Save Project As... Ctrl+Shift+S
Create Template...
Close Tab Ctrl+W
Close Window Ctrl+Shift+W
Open from Studio...
Save to Studio...
Add Item...
Add Folder...
Delete Item
Page Setup...
Print Preview
Print... Ctrl+P
Show Project File
Exit
My Studio
Novel (Sample)
Storyboard
Production Schedule
Scene Heading
EXT. FOREST. DAY
DOROTHY, TIN MAN, SCARECROW and TOTO walk through a thick forest in the Land of Oz. Dorothy carries a basket, the Tin Man carries an axe and an oil can. The road is paved with yellow brick and is covered with dried branches and dead leaves. The Emerald City is seen far in the distance.
DOROTHY
It's really scary in these woods!
They hear a deep growl from wild animals in the trees!
DOROTHY
What was that?
SCARECROW
Hopefully not a beast who likes to eat straw!
Toto stands at attention with his ears perked up.
DOROTHY
1 EXT.FOREST.DAY
2 EXT.FOREST.NIGHT
3 EXT.RIPPLING BROOK....

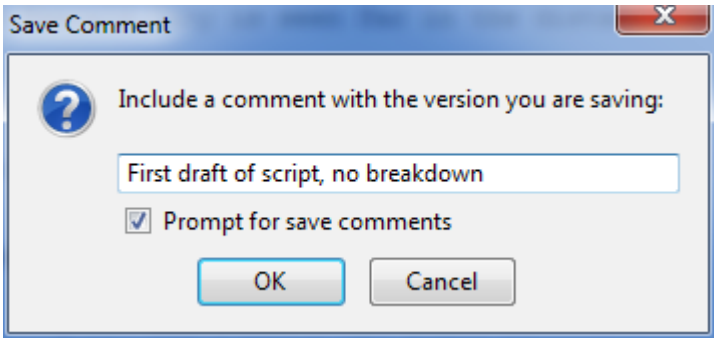
If you are not signed to your Studio you will be presented with a **Celtx Studio Authentication** dialog. Simply enter your Studio ID and Password and select **OK**.



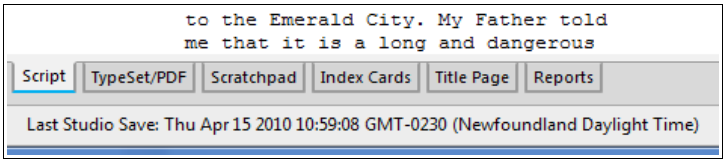
Next, you will be presented with a **Studio Projects** dialog. This is a list of projects currently in your Studio. Enter a title for this new project and select **OK**.



Finally, you will be presented with a **Save Comment** dialog. This allows you to tag the project version with some notes , which makes it easy to quickly see differences between project versions in your Studio.



Select **OK** and the project will then be saved to your Studio. A progress bar at the in the bottom of the Celtx software will notify you of the save progress and completion. Once the project is fully saved the progress bar will change to indicate the day and time of your last Studio save.

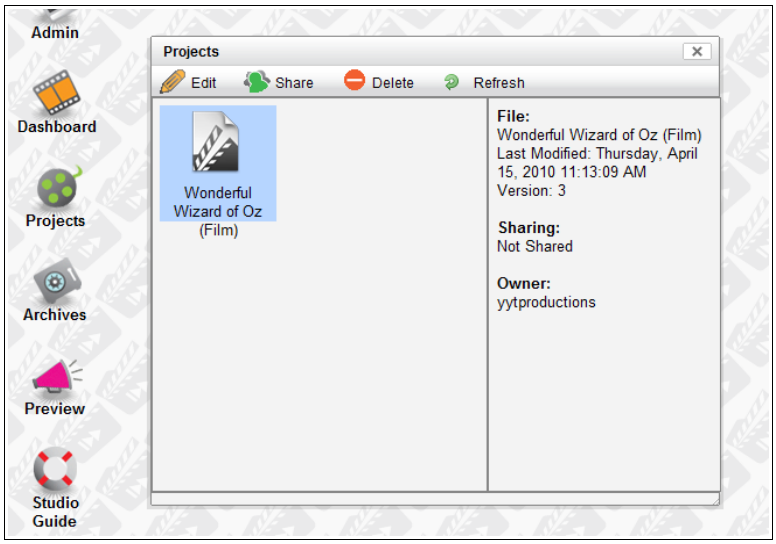


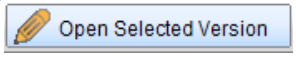
Your project is now associated with your Studio. Any futher Studio saves during this session can now be done simply by selecting the **Save** button in Celtx. Doing so will display the **Save Comment** dialog (if enabled) and each save will now create a new version of your project in your Celtx Studio.

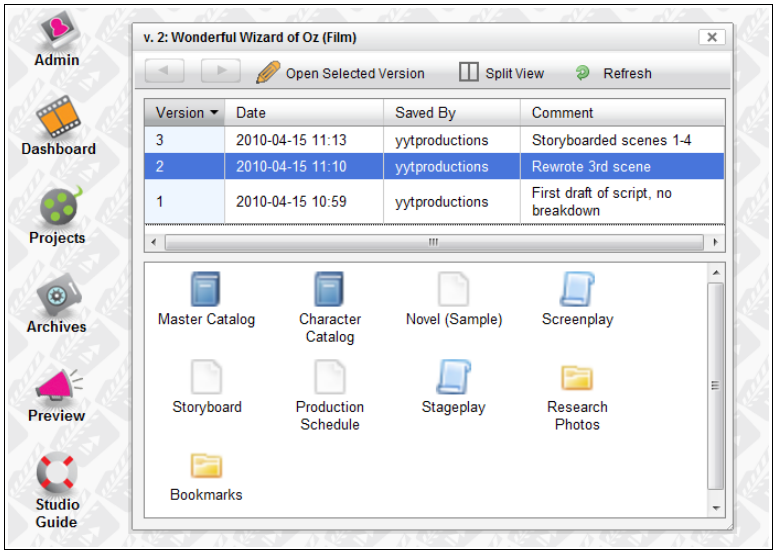
Opening Projects From Your Studio Into Celtx

To open the most recent version of the project select the **Projects** folder, highlight the project and select

You can also double click the project icon to open the project into Celtx.

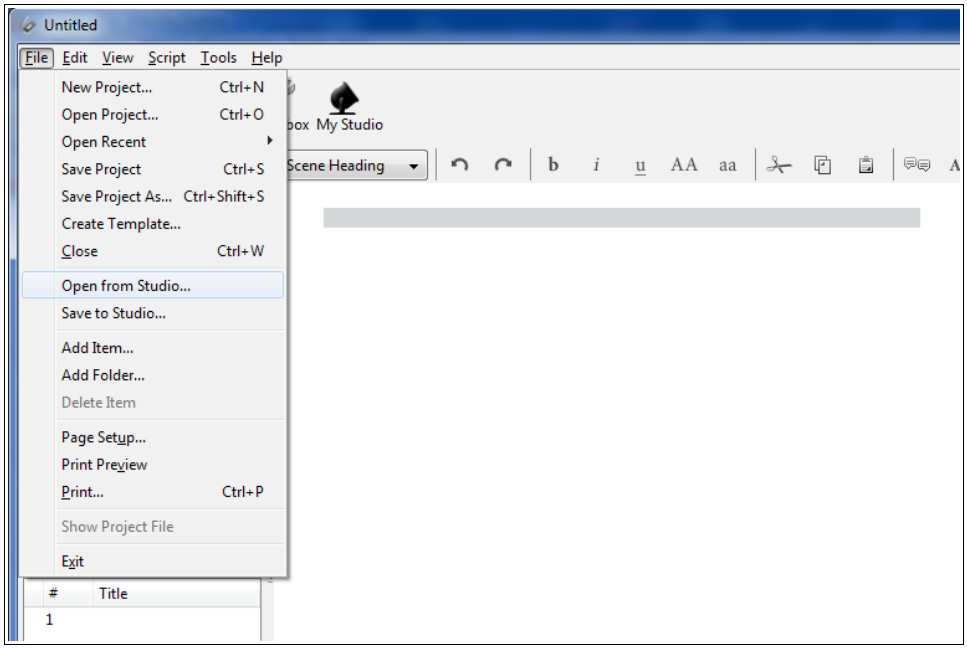


To open an older version of your project select the **Archives** folder, double click the project, select the version you wish to open, and select 



You can also open projects from your Studio using the Celtx software. The first way is to select the Open from Studio button on the Celtx launch page.

The second way is to open Celtx and select '**File-->Open from Studio...**' or select the My Studio button.

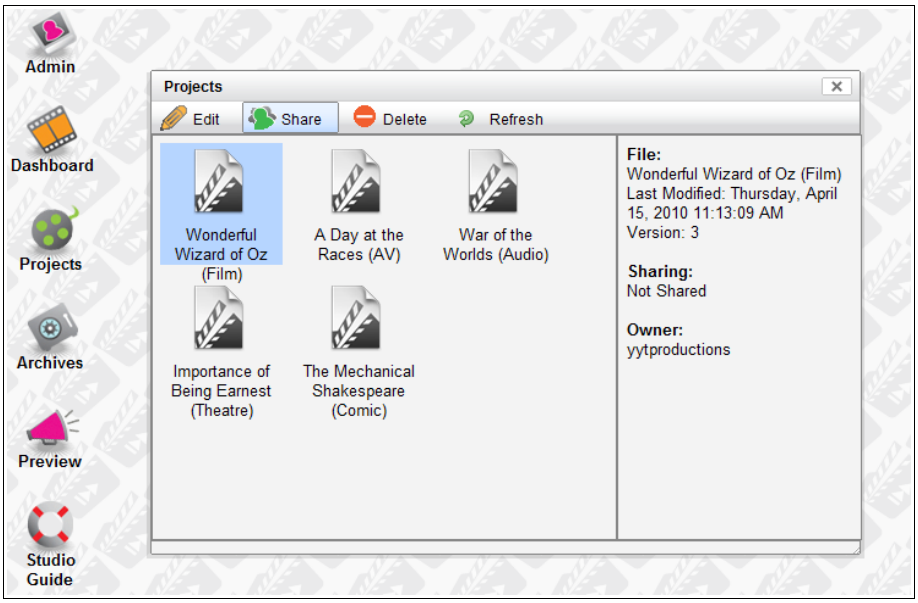


Notes

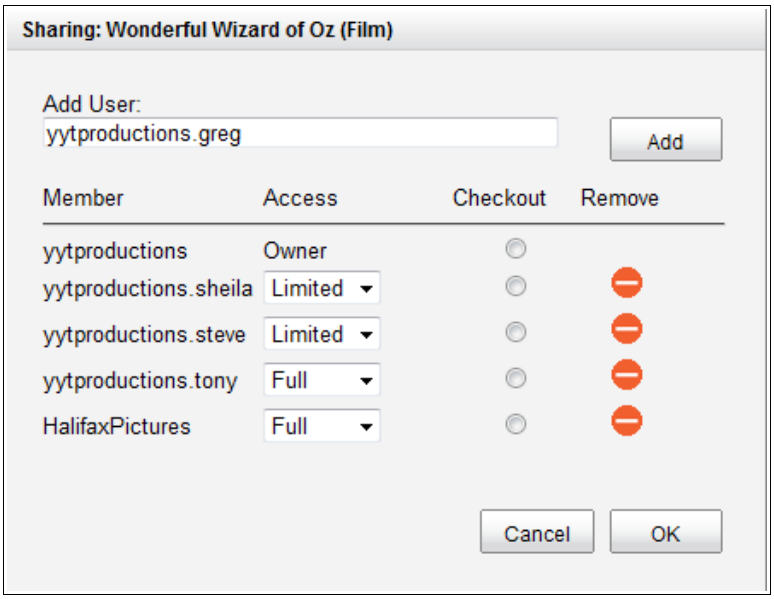
- When a project is opened from your Studio any futher saves will be made back to your Studio. Doing so will display the **Save Comment** dialog (if enabled) and each save will now create a new version of your project in your Celtx Studio.
- You can change the save location of a project from your Celtx Studio to your computer by selecting '**File-->Save Project As...**'. All further saves will then be made to your computer.

Sharing Projects

You can share projects with any other Celtx Studio user, including your own sub-seat users, and admins and sub-seat users of other Studios. To share a project, start with the **Projects** folder, highlight the project, and select Share



You will be presented with a **Sharing** dialog. Type in the Studio ID of the person with whom you wish to share the project and select **Add**. Repeat this process to share with other users, then select **OK**.



Setting Access Rights

While in the **Sharing** dialog you (the Project Owner) will need to set each user's project access rights. Access rights allow you to manage a collaborator's ability to edit the project:

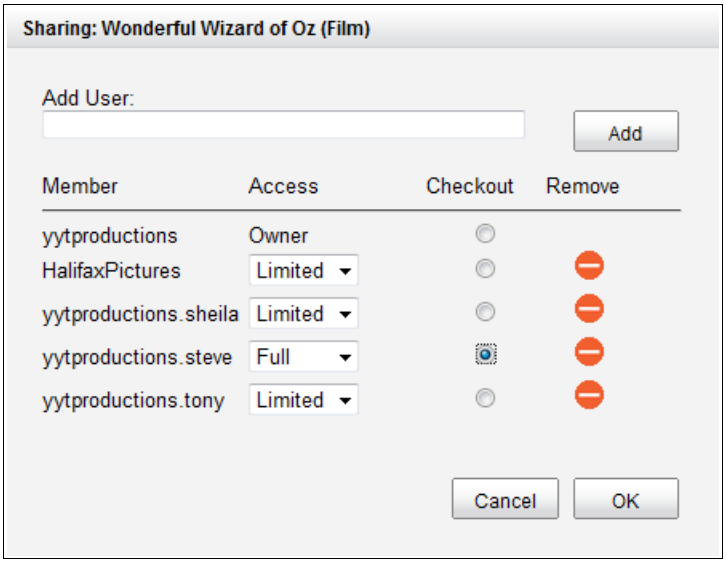
- **Full** access allows the user to save project edits back to your Studio. Full access effectively gives the user read/write privilages.
- **Limited** access prevents the user from saving project edits back to your Studio. Limited access effectively gives the user read-only privilages.

Notes:

- Only the Project Owner – i.e. the person initiating the share – can set access rights.
- Project Owners – Shared projects are tagged with a green share icon
- Shared Users
  - Full access projects are tagged with a green share icon
  - Limited access projects are tagged with an orange share icon
- **Studio Admins are shared on all projects in sub-seat accounts and given full access rights**.

Project Checkout

While in the **Sharing** dialog you (the Project Owner) can also select **Checkout** to give full project editing rights to one person at a time. This feature helps you avoid the duplication and syncing issues of two or more users editing a project at the same time and saving both versions back to your Studio.

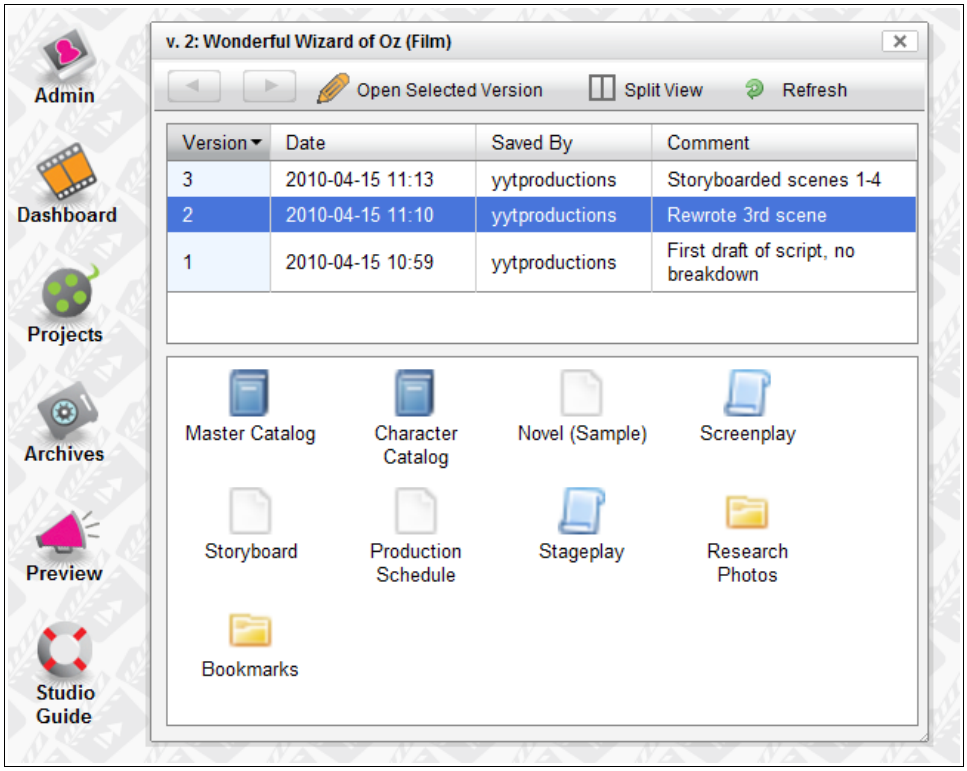


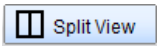
Notes:

- Only the Project Owner – i.e. the person initiating the share – can set **Checkout** rights.

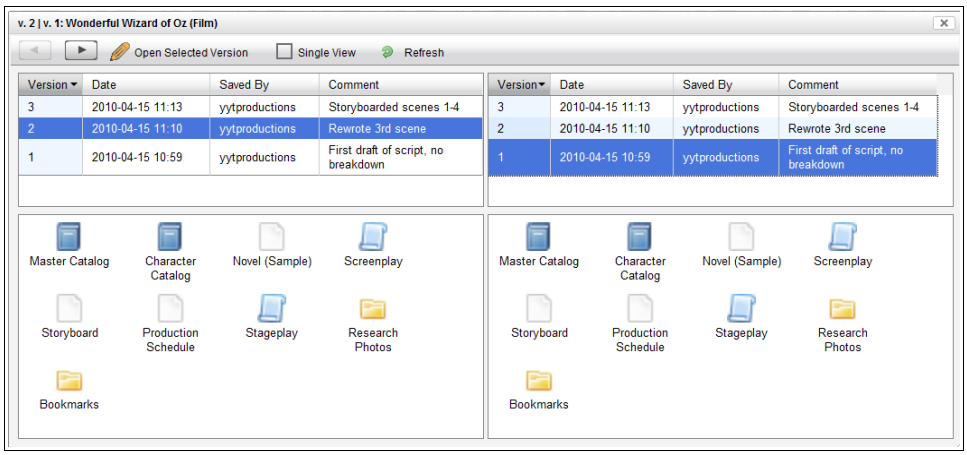
Reviewing Projects In Your Studio

You can review and compare project versions in your Studio by selecting the **Archive** folder and then selecting the project file.

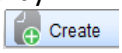


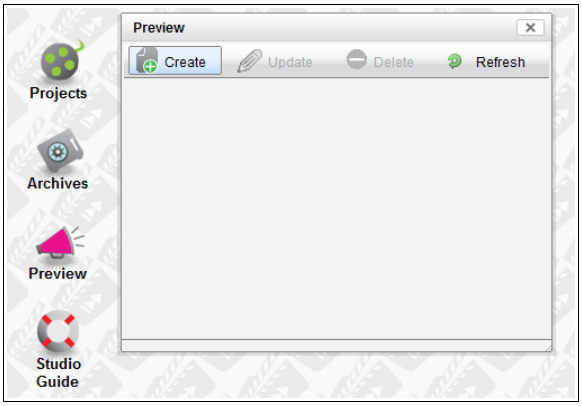
Selecting the 

button enables viewing of two different versions side by side for comparison purposes. Select any of the categories in the bottom window for a more granular comparison of the two versions.

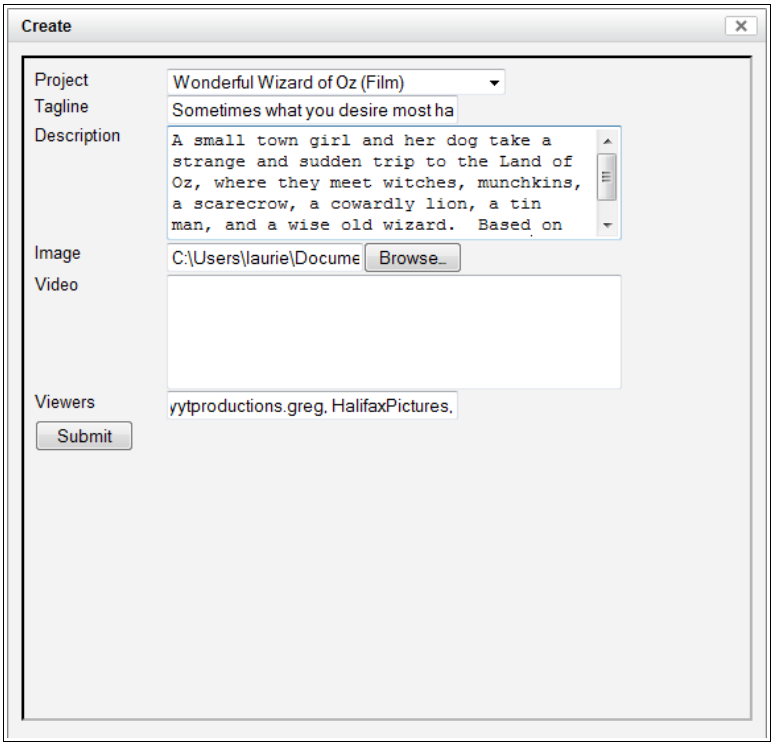


Previewing Projects On The Web

You can create a professionally presented web preview of your project which can be accessed by authorized Studio users. To preview a project, first select the **Preview** folder and then select 



In the **Create** dialog, select the project you wish to preview and fill in a tagline and project description. You can also select an image or video to accompany your preview. Then share the project with other Studio users by inserting Studio IDs in the **Viewers** box, separating each Studio ID with a comma. Then select **Submit**.


Create
Project
Wonderful Wizard of Oz (Film)
Tagline
Sometimes what you desire most ha
Description
A small town girl and her dog take a strange and sudden trip to the Land of Oz, where they meet witches, munchkins, a scarecrow, a cowardly lion, a tin man, and a wise old wizard. Based on
Image
C:\Users\laurie\Docume
Browse...
Video
Viewers
yytproductions.greg, HalifaxPictures,
Submit

Notes

- You cannot preview an image and video at the same time.
- To preview a video, copy/paste the video embed code from your video hosting site.
- Separate Studio IDs with a comma.

The Preview dialog will now present an image of the Project with the Preview icon.

Double clicking the project will open the project preview in your web browser.

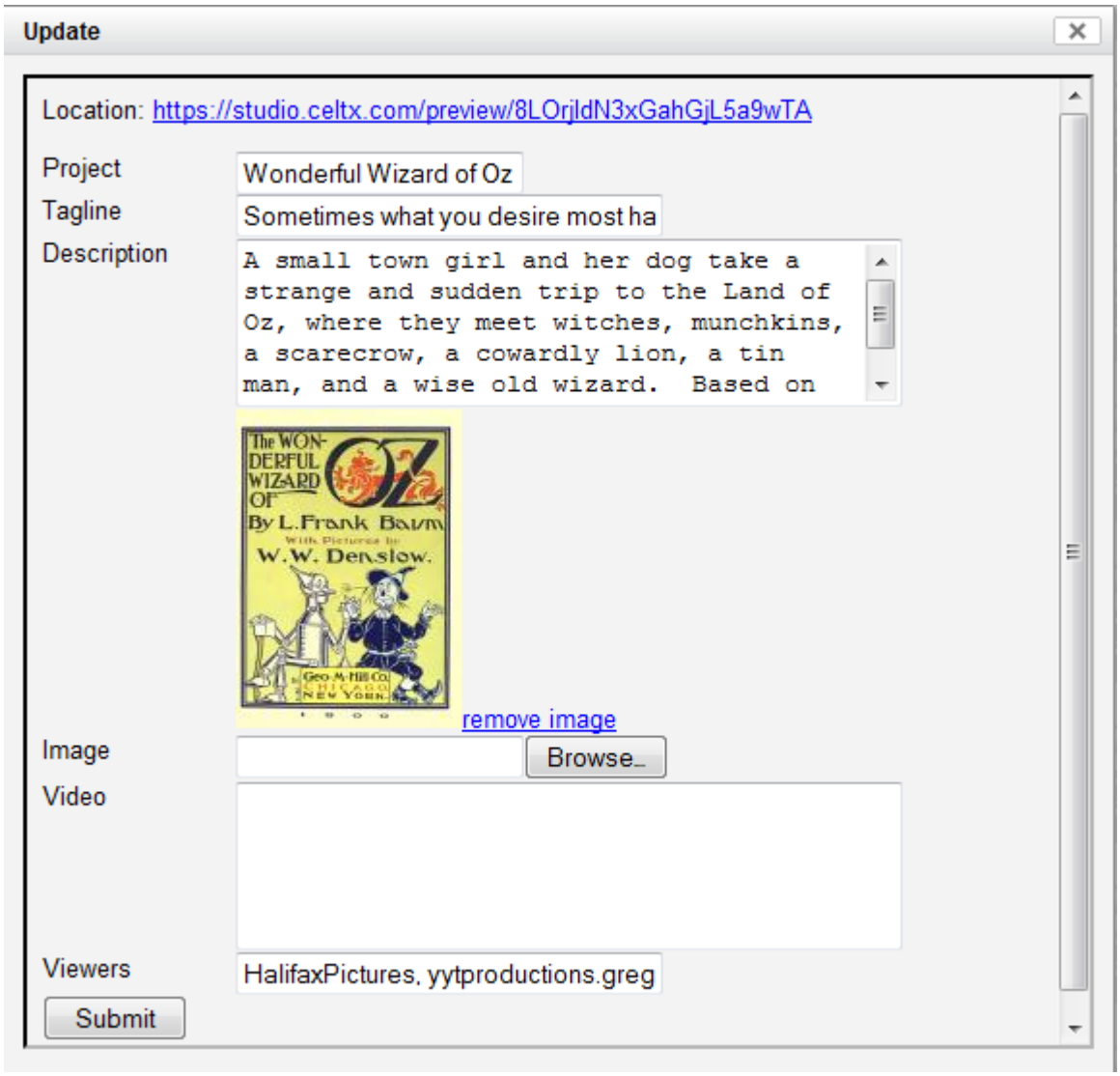
Private Project Preview
celtx
Wonderful Wizard of Oz (Film)
Master Catalog
Character Catalog
Novel (Sample)
Screenplay
Storyboard
Production Schedule
Stageplay
Research Photos
BebeDaniels-1.jpg
FrankBaumPhoto.jpg
Bookmarks
L. Frank Baum
IMDB for Oz
Wonderful Wizard of Oz (Film) by yytproductions
Sometimes what you desire most has been yours all along
A small town girl and her dog take a strange and sudden trip to the Land of Oz, where they meet witches, munchkins, a scarecrow, a cowardly lion, a tin man, and a wise old wizard. Based on the classic novel by L. Frank Baum
Comments
Post a comment
Copyright Celtx 2009 > celtx.com > Terms of Use > Privacy Policy > Logo Terms > Report Abuse

Notes

- Shared users will receive an automated email with a secure link to the project preview. The project can also be accessed from their **Preview** folder.
- Project Previews are automatically updated with the latest project edits/saves.

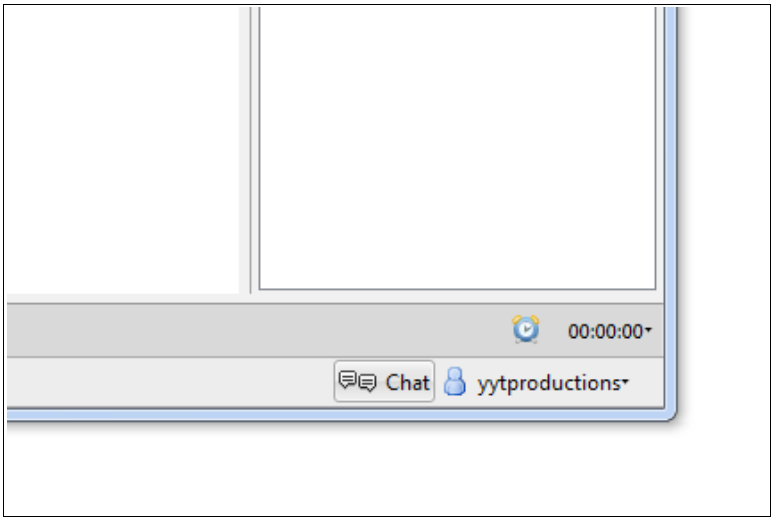
You can update the project Preview and share list by selecting

in the **Preview** dialog. You can also obtain the webpage URL from this dialog.

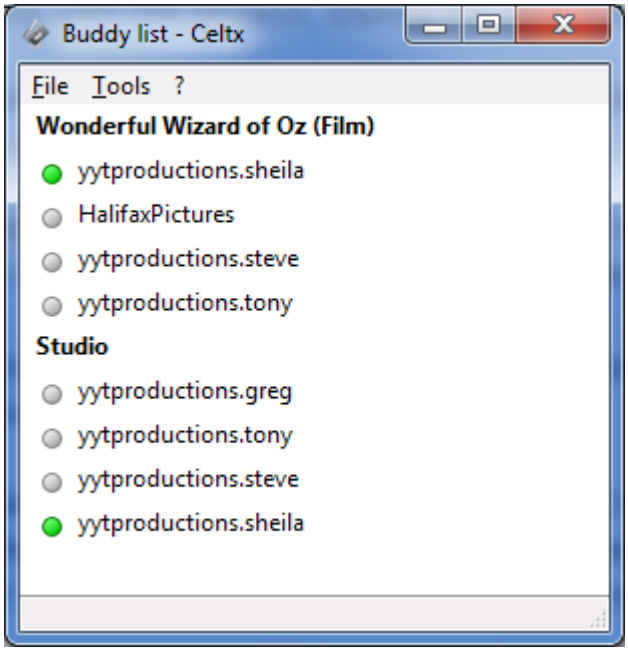

Update
Location: https://studio.celtx.com/preview/8LOrjldN3xGahGjL5a9wTA
Project
Wonderful Wizard of Oz
Tagline
Sometimes what you desire most ha
Description
A small town girl and her dog take a strange and sudden trip to the Land of Oz, where they meet witches, munchkins, a scarecrow, a cowardly lion, a tin man, and a wise old wizard. Based on
The WON-DERFUL WIZARD OF Oz
By L. Frank Baum
With Pictures by W. W. Denslow.
remove image
Image
Browse...
Video
Viewers
HalifaxPictures, yytproductions.greg
Submit

Live Chat With Other Studio Users

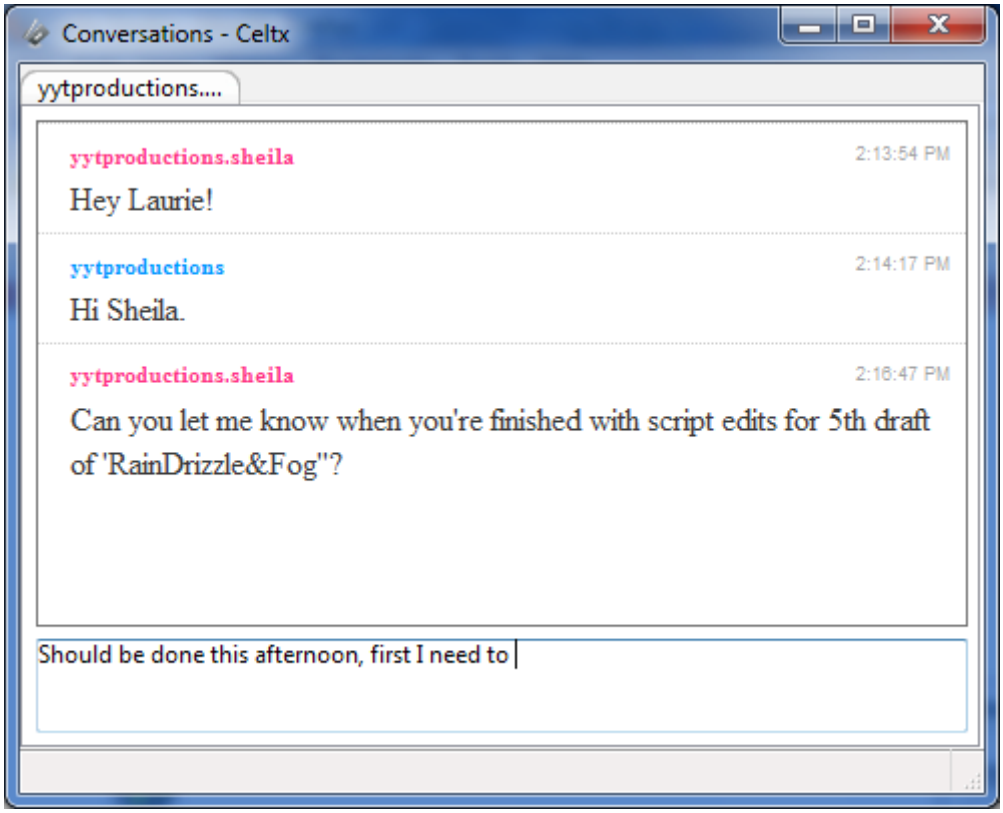
To have live one-to-one text conversatons with other Celtx Studio users, sign in to your Celtx Studio from the Celtx software and select the Chat button.



A **Buddy List** dialog will open showing other users in your Studio and collaborators on shared projects. A green icon indicates that that user is online.



Double click the user Studio ID to open a chat window. Start a conversation by typing in the bottom window. Select **Return** on your keyboard when you want to send your message. Starting a conversation will open a Chat window on your collaborator's computer.



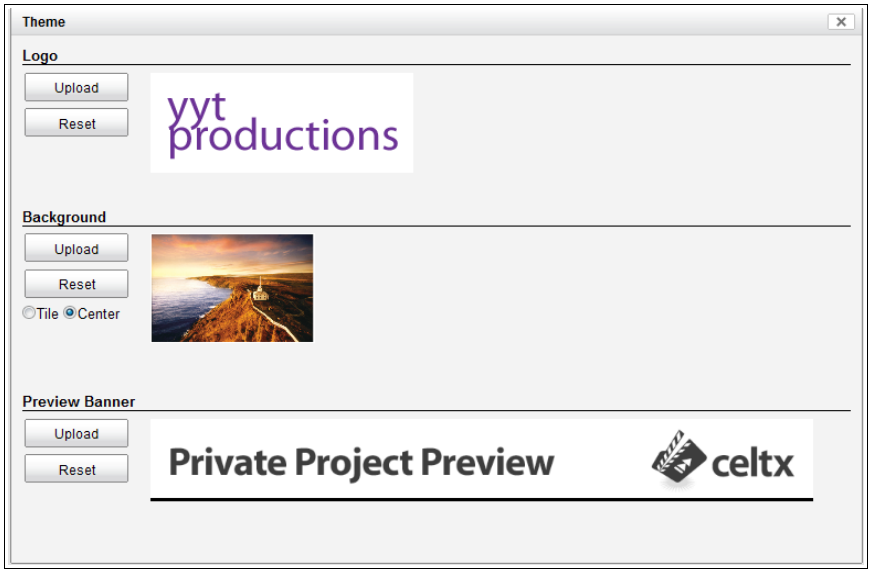
Notes

- You can use the **Files** menu in the **Buddy List** dialog to set a temporary 'away from computer' message.
- You can use the **Tools** menu in the **Buddy List** dialog to customize sounds and message styles, and get smiley icon codes.
- At present, **Live Chat** does not support conversations amongst 3 or more users.

Personalizing Your Studio

Studio Administrators can personalize all Studios under their direction with a custom logo, background and preview banner.

Select the '**Admin-->Theme**' sub-folder to open the **Theme** dialog. Upload your custom logo, background, and preview banner, select your background preference, and close out the dialog.



Your new personalizations will be displayed in your Studio and Project Previews.

Notes

- You can upload jpg or png image files. Preview banners should be 100 x 800 pixels.

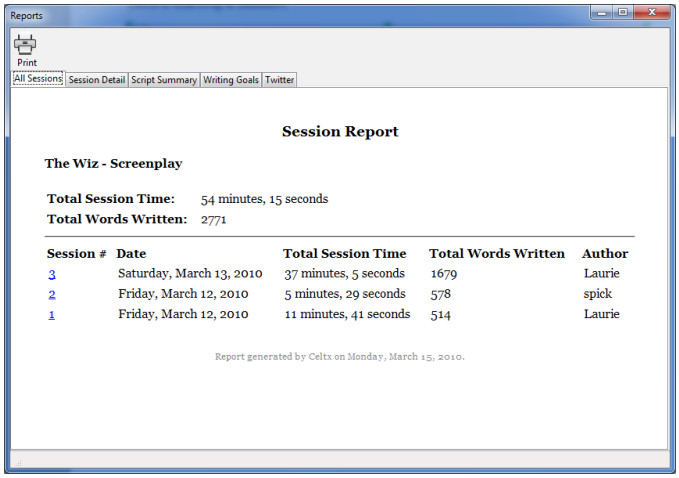
Other Features

Performance Tracker Add-On

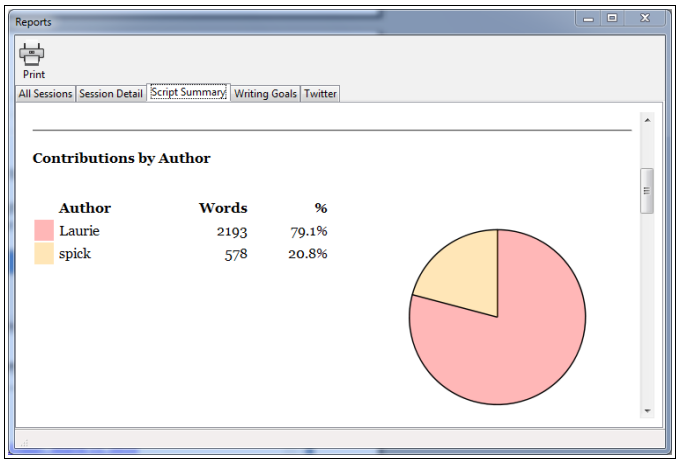
Celtx Studio owners benefit from additional report information when using the Celtx Performance Tracker add-on. Performance Tracker analyzes your writing sessions to give you reports on your writing progress and insights into your writing habits. You can learn more at: http://www.celtx.com/writersKit.html.

Sign in to your Studio through the Celtx software before starting a Performance Tracker session to:

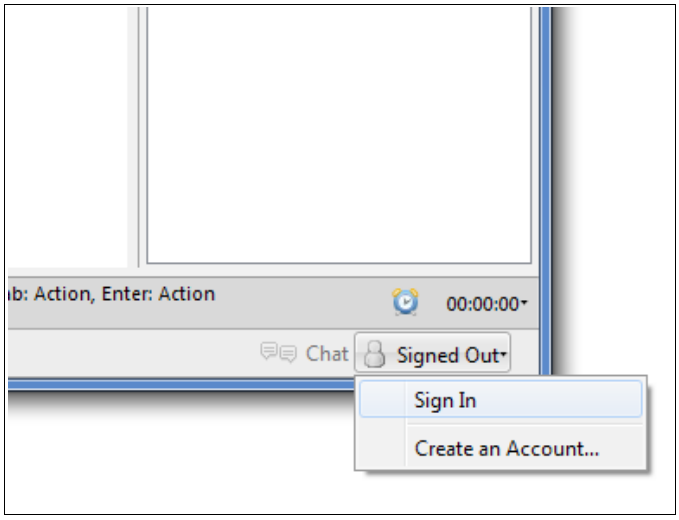
- Track and display the list of Authors in the All Sessions report.

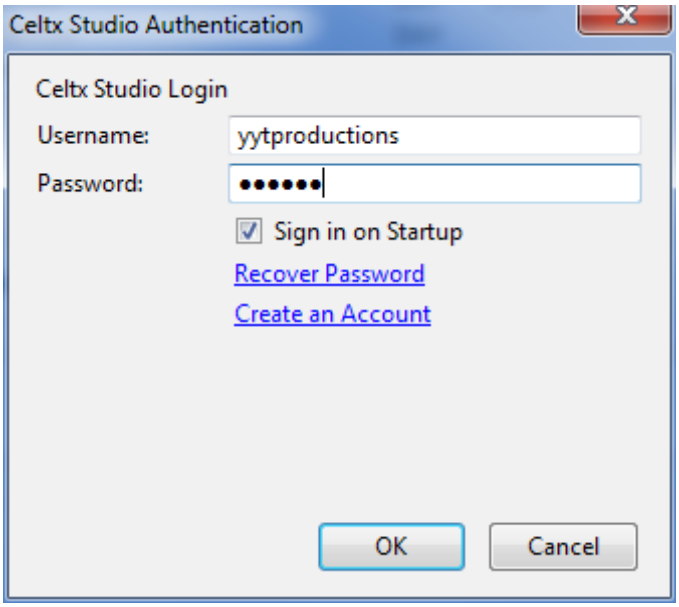

Reports
Print
All Sessions
Session Detail
Script Summary
Writing Goals
Twitter
Session Report
The Wiz - Screenplay
Total Session Time: 54 minutes, 15 seconds
Total Words Written: 2771
Session # Date Total Session Time Total Words Written Author
3 Saturday, March 13, 2010 37 minutes, 5 seconds 1679 Laurie
2 Friday, March 12, 2010 5 minutes, 29 seconds 578 spick
1 Friday, March 12, 2010 11 minutes, 41 seconds 514 Laurie
Report generated by Celtx on Monday, March 15, 2010.

- Track and display multi-writer word contributions in the Contributions by Author chart in the Script Summary report.



To enable Performance Tracker additional report information you must sign into your Celtx Studio through the Celtx software. To do so select '**Signed Out-->Sign In**' and complete the **Celtx Studio Authentication** dialog.





Notes

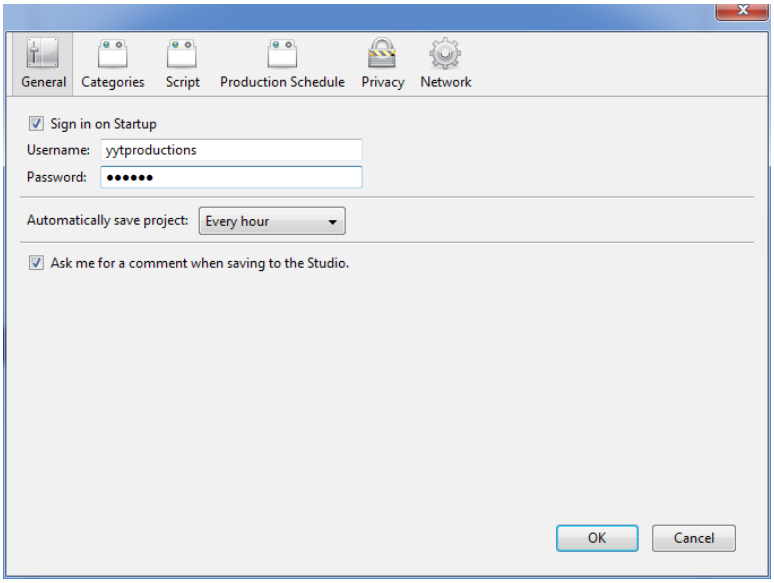
- The Username and Password are case sensetive

Setting Defaults In The Celtx Software

You can set defaults in the Celtx software to:

- Enable automatic Studio sign-in on software launch.
- Enable timed automatic saves to your Studio or to your computer.
- Enable or disable 'comments' when saving to Studio

In Windows select '**Tools-->Options-->General**' and complete the fields. In Mac select **'Celtx-->Preferences'** and complete the fields.



Notes

- Automatic saves to your Studio will create new project versions, while automatic saves to your computer will overwrite previous versions.